

Training

PT-208.1 PURPOSE AND SCOPE

It is the policy of the Peoria Police Department that all employees receive such training as mandated by the state and adequate additional instruction in all areas required for the proper performance of their specific job tasks.

PT-208.2 ORGANIZATION AND ADMINISTRATION

Authority. The authority and responsibility for all training for both sworn and civilian personnel shall be vested in the Personnel and Training Section (PTS) Manager of the Peoria Police Department.

Management. Under the management of the PTS Manager and the supervision of the Training Sergeant, the Training Specialist shall:

- Determine training needs through interaction with the Training Advisory Group (TAG) and outside sources such as the city and county attorney offices, Arizona Peace Officer Standards and Training (AZPOST) Board, etc.
- Plan, develop, coordinate, and implement in-house training programs that have received prior approval by the Management Services Division Deputy Director, and coordinate all other training programs for Peoria Police Department personnel.
- Notify supervisors and employees of required or optional training available.
- Notify supervisors and employees of AZPOST courses for which they have been scheduled to attend.
- Notify chain of command of attendance and completion (or lack thereof) of all mandated training.
- Determine job-relatedness of requested training through interaction with appropriate supervisory personnel.
- Ensure that all training is directed toward the accomplishment of the Peoria Police Department mission by ensuring that each in-house program presented:
 - Focuses on the elements of the job for which formal training is needed
 - Provides clear statements of what is to be learned
 - Provides a basis for evaluation by the participants
 - Provides a basis for evaluating the effectiveness of the training program and instructors.
- Assist in the selection of Peoria Police Department training instructors.
- Maintain accurate records of all training received by Peoria Police Department members.
- Evaluate all training programs through employee and supervisor feedback.
- Act as Peoria Police Department liaison with police academy staff. (33.4.3.d)

PT-208.3 PROGRAM DEVELOPMENT

The PTS Manager, with the assistance of the Training Sergeant, the Training Specialist and the TAG shall use available resources and personnel to identify in-service training needs and develop appropriate training programs to satisfy those needs. Such resources may include, but are not limited to:

- A review of Peoria Police Department inspection reports, staff reports and/or meetings.
- A review of citizen and internal complaints and investigative reports.
- Consultation with field officers, field training officers, and supervisors.
- A review of employee training evaluations.
- A review of the TAG's minutes of semi-annual meetings.
- Consultation with the city and county attorney's offices.
- Consultation with the Deputy Chief, Director, commanders, and section lieutenants/managers.
- Consultation with the Chief of Police.

The proposed development of new training programs shall be made to and approved by the Management Services Division Deputy Director, through the chain of command, by the Personnel and Training Section Manager. The proposal shall include those resources used to determine the need for the program, and shall address first the areas mandated by AZPOST to maintain peace officer certification.

PT-208.4 LESSON PLANS

Each instructor assigned to present a training class shall prepare a lesson plan for the course of instruction. (33.1.4.a)

The lesson plan shall be comprehensive and accurate. The lesson plan shall be required of both internal and visiting instructors unless the lesson has been pre-approved by AZPOST.

Guidelines and format of the lesson are to include:

- Course: The title of the course or school, i.e., Emergency Vehicle Operations.
- Subject: The title of the block of instruction the lesson covers, i.e., The Mechanics of Driving.
- Instructional Unit: The subdivisions for each block of instruction. The subject "Mechanics of Driving" may have instructional units covering backing, skid control, obstacle course, etc. (33.1.4.b)
- Lesson Number: Some courses will consist of more than one lesson. Number the lessons consecutively.
- Method: The type of instructional procedures to be used. Method may include some or all of the following: (33.1.4.b)
 - Lecture.
 - Demonstration.
 - Discussion.
 - Role playing.
- Time: The amount of time needed to present the lesson.
- Audience: To whom the lesson is directed, i.e., civilian employees, police officers, etc.
- Teaching aids: Teaching aids to be used during the presentation. These may include:
 - Overhead projector.
 - Handouts.
 - Audio or video tapes.

- File or slide projector.
 - Flip charts.
 - Marker board or chalkboard.
 - PowerPoint presentations.
- Reference materials: List reference materials used in developing the lesson.
- Assignments: List the assignments, if any, that will be given the students.
- Student materials: List the materials the student will need in order to be prepared for the class, i.e., pencil, paper, calculator, ruler, etc.
- Job-related objective: What the student should learn upon the completion of the class, i.e., "Upon completion of this course the student will be able to..." (33.1.4.a)
- The lesson plan must indicate that the material presented in class will be reviewed prior to testing.
- Type of test, if any, to be given, i.e., essay, multiple choice, practical, etc. The Training Sergeant must receive a copy of the test prior to lesson presentation. (33.1.4.d)

PT-208.5 APPROVAL OF LESSON PLANS

For AZPOST:

- All instructors shall, no less than 10 days prior to the presentation of a lesson, submit an electronic copy of the lesson plan with a description of the learning objectives and all handout materials to the Training Specialist who will ensure the lesson plan is within appropriate format as well as complete. The Training Specialist will then forward the lesson plan to the Training Sergeant, for approval.
- The PTS Manager, or designee shall verify that the objectives meet Peoria Police Department requirements and shall either approve the lesson for presentation or return it for further information prior to sending it to the Management Services Division Deputy Director for approval.

Non-AZPOST approved classes:

- All instructors shall, no less than 30 days prior to the presentation of a lesson, submit an electronic copy of the lesson plan as well as any handout materials to the Training Specialist who will ensure the lesson plan is within appropriate format as well as complete. Specialist will then forward the lesson plan to the Training Sergeant for approval.
- The Personnel and Training Section Manager, or designee, shall ensure that the lesson plan is consistent with the lesson plan development guidelines, existing state requirements and agency policies, and shall either approve the lesson plan or return it for further information prior to sending it to the Management Services Division Deputy Director for approval.

Lesson plan retention:

- All approved lesson plans will be maintained electronically by the Administrative Assistant assigned to Training. Lesson plans shall be maintained within two categories:
 - Active
 - Inactive

- Lesson plans should be updated every two years. Once a lesson plan is found to be obsolete or no longer necessary, it will be moved from the active file to the inactive file. Lesson plans will be maintained in the inactive file for a period of three years plus six months from the last revision date, at which time it will be destroyed.

PT-208.6 CURRICULUM RECORDS

In addition to the employee training file, the PTS Manager shall maintain records on training classes conducted within the Peoria Police Department and attended by agency employee(s). These records shall contain:

- Lesson plans or course content. (33.1.7.a)
- Names of agency attendees. (33.1.7.b)
- Performance of individual attendees as measured by test, if administered. (33.1.7.c)

PT-208.7 TRAINING RECORDS

Attendance at all training schools or sessions shall be documented and records maintained by the PTS Manager or designee. The employee's training file shall be updated following the successful completion of each training program. Employees attending courses or schools outside the Peoria Police Department shall be responsible for submitting a certificate of completion or other appropriate

documentation to the training function. This documentation shall be provided as soon as practical after completion of the course or school. (33.1.6)

In-house training. The file for in-house training shall contain at least the following information:

- The name and date of the course attended.
- The length of the course in hours.
- The name(s) of instructors.
- Hours of AZPOST credit awarded for each class, if applicable.
- The employee's performance as measured by tests, if administered.
 - Participants of all in-service training courses may be tested in their ability to use the knowledge and skills covered in the course.
 - Competency-based testing, based upon the performance objectives of the course, may be employed.
- A copy of the course certificate, if issued.
- An AAR or course critique on the training received.

Release of training records:

- Training records shall not be released outside the agency without specific legal authority.

- Any outside request, including any legal process demanding the release of training records, shall be forwarded to the PTS Manager who shall in turn forward the request to the City Attorney through the Chief of Police, along with the "Request for Release of Information" form.

PT-208.9 ATTENDANCE

Mandatory attendance. When attendance at a training course is mandatory, the training order shall stipulate that the training is mandatory and shall list the personnel who are required to attend.

Exceptions. All employees shall be required to attend mandatory training except under the following conditions: (33.1.2)

- Persons with pre-approved vacation shall not be required to attend the training class if there is a conflict, however, must be scheduled to attend another session by their immediate supervisor.
- Exceptions to attendance may be granted by the applicable lieutenant/manager, such as illness, court attendance or personal or Peoria Police Department business of an emergency nature. Every effort shall be made to schedule the employee in another scheduled session.
- Any other make-up training, if required, shall be scheduled through the chain of command to the PTS Manager.

Training attire:

- Employees will dress in appropriate business attire (see City of Peoria Employee Dress Code Guidelines, City Policy 5-3) for all in-service training. Exceptions may be made for physical training or training held outdoors.
- Denim, regardless of color, will not be worn to training (an exception may be made by the PTS Manager, or designee, due to the type of training or if it is "Casual Friday".)
- On all scheduled advanced officer training (AOT) days, when in-service training is being conducted, officers are required to have a complete uniform (and equipment) available in the station in the event training ends early or a situation occurs that requires additional staffing. Officers may wear their uniforms to training if they choose.

PT-208.10 TRAINING REQUESTS

All requested training classes must be submitted through Blue Team and routed to the appropriate level in the chain of command. The request will then be forwarded in its entirety to the Administrative Assistant assigned to Training. If it is an AZPOST-sponsored class, the Administrative Assistant assigned to Training shall register the employee for the class and shall note the date that the employee's registration was called in to AZPOST. Once this is completed, the Administrative Assistant assigned to Training shall update the employee's training file and will notify the employee and their supervisor through a Blue Team notification that the employee is approved for training.

- All registrations for classes other than AZPOST-sponsored classes will follow the same procedure, using Blue Team to request training. Registration fees,

- including travel arrangements, reservations, etc., will be made by the Administrative Assistant assigned to PTS. Once the employee is properly registered and the fees are covered, the employee will receive an Itinerary/Confirmation Form from the Administrative Assistant assigned to PTS.
- Regardless if the requested training is approved or disapproved, the completed Blue Team request shall be forwarded to the PTS Manager for distribution.
 - If an employee is approved to attend training outside of the City of Peoria, but within Maricopa County, the employee's duty station and work schedule will be temporarily changed to the training location and class schedule. Employees will not be compensated for travel time to and from the training location. However, if the employee is required to come to the station to pick up equipment or supplies to take to the training, the employee may count the travel time from the station to the training site as on-duty time if given prior approval by their supervisor.
 - A department vehicle may be available for the commute and a request to use a department vehicle can be made to the fleet coordinator or PTS. Mileage for using a personally-owned vehicle to attend training within Maricopa County will not be reimbursed except under unusual circumstances and with prior approval.

The criteria for determining who in the chain of command must approve a training request is based on the following:

- Training Location (Maricopa County, in-state, or out-of-state).
- Training Cost (registration cost, travel, over-night/per diem, staffing – OT/back-fill)

Location	Who Must Approve
Within Maricopa County/No Cost	<ol style="list-style-type: none"> 1. Sergeant/Supervisor 2. Lieutenant/Manager
All Other Training	<ol style="list-style-type: none"> 1. Sergeant/Supervisor & 2. Lieutenant/Manager 3. Commander or Deputy Director for professional staff

Reimbursement - employees shall be reimbursed for expenses incurred as a result of attending training programs in accordance with established city policy. Reimbursement will not be made for expenses incurred from attending any type of training for which an employee has not received prior approval from the Chief of Police or designee. (33.1.3)

PT-208.11 POLICE ACADEMY

The basic police officer academy consists of a designated number of training hours as specified by the academy director. The curriculum, approved by AZPOST, uses evaluation techniques designed to measure competency in the required skills, knowledge, and abilities on the most frequent jobs assigned to officers. The Peoria Police Department will use only available regional academies, which are mandated to provide basic police officer training for non-certified recruits throughout the State of Arizona. The agency may send police recruits to Glendale Community College's structured law enforcement academy at the Glendale Regional Public Safety Training Center, which is reimbursable through AZPOST for recruits who meet residency requirements for Maricopa County. (33.2.3)

Newly sworn officers shall not be authorized to carry a firearm or to make an arrest until they have successfully completed the academy's basic peace officer training program. The only exception to this is if it is part of the approved field training program, or if the employee has received a waiver certification from AZPOST. (33.4.1)

- The academy provides an orientation handbook to all new recruit personnel at the time academy training begins.
- Any member of the Peoria Police Department suffering an injury as a result of activity or instruction at the academy will be covered by the City of Peoria Worker's Compensation Benefits. The academy shall not be responsible for any medical bill incurred by a recruit as a result of attending the academy.
- Any member of the Peoria Police Department who suffers any civil action as a result of participation in the academy is covered by the city police liability insurance carrier. (33.2.3)
- The Peoria Police Department may provide Recruit Training Officers (RTOs) and qualified guest instructors to teach at the academy when requested, based on staffing availability. (33.2.3)

PT-208.12 POST-ACADEMY ORIENTATION

Duration. Upon accepting full-time employment as a Peoria Police Officer and after achieving AZPOST Certification, officers shall be assigned to a minimum of a two (2) week orientation period. During orientation, instruction shall be given in Peoria Police Department policies and procedures, rules and regulations, city ordinances and other specialized training. The orientation period may be extended if additional training is

necessary, before active participation in the Police Training Program (PTO), as determined by the PTS Manager.

Input will be received from other various sources Training Specialist, PTOs, instructors, staff, etc.) to assist in the determination of additional training.

PT-208.13 POLICE TRAINING PROGRAM

Police Recruits, after successful completion of the basic academy, and newly hired lateral sworn officers, are required to complete a structured Police Training Officer Program prior to being solo qualified.

- For new officers who have recently graduated from an academy, the sixteen (16) week training period for OITs shall be divided into four phases in which the officer will be rotated to each of the patrol shifts, whenever possible. Each phase has a duration as follows: (33.4.3.a) (33.4.3.f)
 - **Observation – 1 week**
 - **A/B Phase – 6 weeks**
 - **Mid-Term Evaluation – 1 week**
 - **C/D Phase – 6 weeks**
 - **Final Evaluation – 1 week**
 - **Total Time = 15 weeks**
- For newly hired lateral officers, the field training may be shortened based on their prior law enforcement experience and demonstrated performance. Typically, field training is no less than twelve (12) weeks. It should be of a sufficient length of time to ensure proper training in basic law enforcement procedures that may vary from the trainee's previous agency.

During the PTO Program, the OIT shall receive additional training and evaluations in such areas as Peoria Police Department policy, procedures, rules, regulations, patrol procedures, first aid, and victim/witness rights, etc., as outlined in the Peoria Police Department PTO Manual.

- The PTO Program shall identify the tasks most frequently performed by certified officers and evaluate the OIT's job performance in those dimensions. (33.4.2.a)
- Standardized evaluation techniques designed to measure the OIT's competency in the required skills, knowledge, and abilities shall be used. (33.4.2.b)

The field training period may be extended when the performance of the OIT indicates additional training is needed, as indicated in the PTO evaluations.

New employees shall be informed of the activities and actions involved in the accreditation process as part of their orientation period with the Peoria Police Department. (33.5.3.a)

The Training Specialist will maintain a liaison with the PTOs for the purpose of assisting with training problems and for conducting end of phase evaluations at the completion of each of the four training phases. The Training Specialist will maintain responsibility of the training files containing the PTO evaluations. (33.4.3.c)

All reserve officers are required to successfully complete a structured PTO Program prior to attaining solo status.

The field training period may be extended when the performance of the reserve officer indicates additional training is needed.

The requirement for field training may be modified or waived based on prior law enforcement experience upon approval of the Chief of Police.

Police Training Officer Selection and Training (33.4.3.b):

- Selection. Selection of Police Training Officers will be in accordance with SOP PT-1000B, Transfer, Assignment and Career Development of Personnel, and assigned at the discretion of the Chief of Police.
- PTO training. All officers assigned as PTOs will successfully complete an approved field training program prior to receiving a slot as a PTO. All officers assigned as PTOs will receive PTO orientation training conducted by the Training Specialist, as well as periodic in-service training to address current needs. (33.4.3.e)
- Evaluation. PTO's training effectiveness shall be evaluated by a Police Training Sergeant (PTS), the Training Specialist and the Training Sergeant. (33.4.3.c)
- Required reports. PTOs shall conduct their training and make required reports and recruit evaluations as outlined in the Police Training Officer's manual. (33.4.3.g)(33.4.3.h)

OIT's and lateral sworn officers shall evaluate each PTO from which they have received training after completion of each phase in the PTO program. This shall be accomplished in writing, as outlined in the PTO Manual, utilizing the appropriate form.

Selection of Instructors for In-Service Training

Instructors for all training courses conducted by the Peoria Police Department shall be selected by the Personnel and Training Section. Instructors shall be selected on the basis of:

- Specific knowledge in the area to be taught.
- Knowledge of teaching theories and methods.
- Personal desire and ability to teach others.
- General knowledge of law enforcement and related fields.
- AZPOST instructor certification.

The tenure of instructors for Peoria Police Departmental training programs shall be dependent upon:

- The training needs of the Peoria Police Department.
- The availability of qualified instructors to satisfy training needs.
- AZPOST instructor certification.

Inter-agency training. The Peoria Police Department recognizes and encourages the exchange of qualified training instructors between the Peoria Police Department and other local criminal justice agencies in order to:

- Promote better understanding between agencies.
- Obtain training specialties not available within the Peoria Police Department.

- Provide exposure to various training techniques.

Outside instructors. It shall be the responsibility of the Training Sergeant to ensure that visiting instructors are properly qualified to instruct the particular subjects for which they are used.

- Proper AZPOST instructor certification or academic qualifications shall be determined when appropriate.
- Course objectives shall be submitted and approved by the Services Division Deputy Director prior to training by a visiting instructor, unless an AZPOST lesson plan is utilized.

AZPOST certified instructors shall be used by the Peoria Police Department to instruct in-service and advanced training courses (continual/proficiency) and shall be trained in the areas of lesson plan and performance objective development, techniques of instruction, testing and evaluation, and effective resource utilization. (33.3.1.a)(33.3.1.b)(33.3.1.c)(33.3.1.d) (33.3.1.e)

In-Service Training

Training schedule. The Training Specialist shall schedule training for all sworn employees. This training shall address those areas mandated by AZPOST to maintain peace officer certification, and any other areas based upon the needs of the Peoria Police Department.

All sworn employees shall receive annual training in the following areas: (33.5.1)

- Firearms qualification. (see Peoria Police Department Firearms Policy 312)
- Use of force policy review. (see Peoria Police Department Use of Force Policy 300)
- Law and legal updates (See SOP GEN-201, Legal Advisor Services)
- Blood-borne pathogens (OSHA mandated)
- Hazardous materials (HAZMAT) first responder (OSHA mandated) (46.3.4)
- Biased Based Profiling (1.2.9.b)
- Incident Command System (ICS) refresher (46.1.9)
- First Responder Awareness (FRA) refresher (OSHA mandated)
- TASER Refresher (1.3.11)

All sworn employees shall receive training at the indicated interval in the following areas:

- Ethics Training, every two (2) years (1.1.2)
- Less Lethal Proficiency Demonstration, every two (2) years (1.3.11, 1.3.12)
- CPR, CCC, AED, every two (2) years.
- Dealing With The Mentally Ill, every three (3) years (41.2.7)
- TASER Proficiency Demonstration (1.3.11)

Advanced Training (33.5.1)

Advanced training for Peoria Police Department personnel shall be made available within Peoria Police Departmental budget and staffing constraints. Advanced training will be used to improve the capabilities of employees who have shown qualities beneficial to the Peoria Police Department and to provide training necessary to qualify personnel to fill needed positions within the Peoria Police Department.

While some advanced training is not mandated by Peoria Police Department policy, it may be considered as a factor in promotion and job assignment, and is necessary for career development. Examples of advanced training include AZPOST classes, such as Interview and Interrogation, General Instructor Certification, etc.

Specialized Training

Specialized training shall be required for any employee assigned to positions requiring specialized skills such as: bicycle patrol officer, hostage negotiator, range master, police service dog handler, traffic officer, crime scene technician, SWAT team member, CNT team member and Critical Incident Stress Management (CISM) team member. (33.6.1.a)

Specialized training provided to personnel assigned to specialized positions shall include the following:

- Enhancement/development of knowledge, skills, and abilities particular to the assignment. (33.6.1.a)
- Instruction on applicable personnel policies regarding the function of, as well as training in supervision, management, and administration.
- Instruction on the agency procedures, rules, policies, and regulations specifically related to the function.
- Structured/supervised on-the-job training.

The TAG, based on input from supervisors, employees and the training academy, shall be responsible for identifying proper topics to be addressed during roll call training. The Training Specialist shall forward suggestions for roll call training needs to the PTS Manager who will coordinate this need with their peers.

PT-208.14 TRAINING BULLETINS

Training bulletins will be issued by the Training Specialist, after approval by the Training Sergeant, as necessary, regarding recent court decisions and other applicable issues.

These bulletins shall include:

- The source of the material being presented.
- A brief description of the issue.
- An explanation of how the issue applies to the Peoria Police Department, if necessary.

Distribution. Supervisors shall be responsible for reviewing training bulletins with those employees affected by the issues in the bulletin.

Input. Employees having material or topics they feel should be covered in a training bulletin should forward the material and/or their ideas to the PTS manager for consideration.

PT-208.15 CIVILIAN TRAINING

Orientation. All newly appointed civilian employees shall receive orientation training in such topics as the Peoria Police Department's role, policies, procedures, rules, regulations, working conditions, employee rights and responsibilities, accreditation, etc., are covered. At a minimum, supervisors of newly hired civilian employees shall ensure

the new hire completes the *Policy Review for Newly Hired Civilian Employees* process, and return the form to the Administrative Assistant assigned to Training. This training shall be in addition to the new employee orientation conducted by the Human Resources Department. (33.7.1.a) (33.7.1.b) (33.7.1.c)

Job responsibility. Civilian employees shall receive training to meet the requirements of the various job responsibilities to which they are assigned.

Specialized and In-service Training. Due to the nature of some civilian positions, in-service, specialized training or orientation shall be necessary prior to the employee assuming the responsibilities of the position. This training may include, but is not limited to, the areas of community oriented policing, report writing, civil liability, and communications/customer service. These positions include: (33.7.2)

- Animal control personnel.
- Communications personnel.
- Records management personnel.
- Police services officers.
- Public education specialists.
- Employees assigned to the Code Compliance function.
- Property and Evidence technicians.
- Accreditation and Compliance Coordinator. The Accreditation and Compliance Coordinator shall receive specialized training with respect to CALEA within one year of being appointed. (33.5.4)

Skill Development - all newly promoted supervisors shall receive on-going training to obtain or enhance their knowledge, skills, and abilities. This shall be accomplished through in-house classes or advanced classes offered by AZPOST, or other approved vendors. (33.8.2)

Remedial Training and Challenged Shooters' Program (33.1.5)

Participants who fail to pass a required in-service training course shall be mandated to receive remedial training and take another test when the scheduling of the training function permits. Failure to meet minimum requirements may result in corrective action up to, and including termination and loss of Peace Officer Certification. It shall be the responsibility of the class instructor to advise the Range Master, Training Coordinator, and Training Sergeant in writing when a Peoria Police Department employee fails to pass an in-service training course. This shall be accomplished as soon as possible so that remedial training can be scheduled. Remedial training shall normally be scheduled within ten (10) days following the unsuccessful completion of the training course.

If a Peoria Police Department employee fails to qualify with their Peoria Police Department issued firearm a second time in a single training day, or on the first attempt in two different training days in a twelve-month period, they will be mandated to participate in the firearms skills maintenance group. This will entail the shooter being assigned a firearms instructor as a coach who will then work one-on-one with the shooter for a period of not less than three months. The instructor will maintain a log of all time spent with the shooter and the shooter will similarly keep track of all hours spent training to include dry firing, range time, and/or private instruction.

If an employee has an accidental discharge and remedial training cannot be immediately conducted at the range, that employee shall be assigned to

administrative duties until such time as they qualify with their firearm. The Peoria Police Department Range Master shall forward a memorandum to the Personnel and Training Section Manager outlining the necessity for remedial training. Remedial training shall normally be scheduled within ten (10) days.

For the purposes of this policy, a failure to pass in-service firearms training occurs when the employee has tested two consecutive times, within a twenty-four hour period, and has not successfully completed the firearms course

Accreditation

The Accreditation and Compliance Coordinator shall familiarize all agency personnel with the accreditation process during the self-assessment phase associated with achieving the initial accreditation (33.5.3.b)

Prior to each on-site assessment, the Accreditation and Compliance Coordinator shall familiarize all agency personnel with the accreditation process. (33.5.3.c)

Within one year of appointment to the position, the Accreditation and Compliance Coordinator shall receive specialized accreditation training. (33.5.4)